

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Planning Aide	Job Family: 2
General Classification: Professional	Job Grade: 18

Definition: To provide support to a range of administrative activities related to operation of a municipal planning department and to assist in the City's Visual Arts Program.

Distinguishing Characteristics: This is a paraprofessional position involving both professional services and support services with extensive public contact. Receives direction from Division or Department Head.

Examples of Duties: The following duties are typical for this single position classification. Duties may include, but are not limited to, the following:

1. Complete special administrative and planning assignments as required by the Community Development Director or designee.
2. Provide information to the public and others regarding administrative functions and the Visual Arts Committee.
3. Record citizen complaints and direct them to appropriate staff for action.
4. Staff liaison to the Visual Arts Committee.
5. Gather background information and prepare various periodic reports on department activities, draft correspondences, aid in preparation of staff reports and perform various support tasks such as map production and statistical information gathering.
6. Attend Environmental Planning Commission meetings and prepare meeting minutes.
7. Monitor budget expenditures; compile annual budget requests; and recommend expenditure requests for designated accounts.
8. Provide support and administrative services to the Economic Development and Revitalization Program staff.

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9. Perform a wide variety of complex, responsible and confidential administrative duties for management personnel, including providing routine analytical support.
10. Research and compile background data; perform routine administrative projects for management personnel; prepare independent draft staff reports; maintain records and files regarding department administrative activities.
11. Screen calls, visitors and mail; respond to moderately complex requests for information.
12. Independently respond to letters and general correspondence not requiring the attention of professional personnel.
13. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic planning administrative activities; English usage, spelling, grammar and punctuation; modern office methods, procedures and computer equipment; business letter writing; pertinent city government organizations, functions, policies, rules and regulations; principles and practices of assigning and reviewing the work of others.

Ability to: Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; conduct research and produce analytical reports; compose general correspondence and letters; interpret and apply administrative and departmental policies, laws, and rules; operate and use modern office equipment including word processing equipment and personal computers; analyze situations carefully, recommend solutions, adopt effective courses of action; plan, organize and schedule priorities in the office; prioritize multiple requests and assignments; compile and maintain complex and extensive records and prepare reports; communicate clearly and concisely, both orally and in writing; dealing constructively with citizens, a variety of professionals and Commission and Council appointees; take notes and write summaries of meetings; work independently, completing detailed work quickly and accurately.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible administrative experience, including direct exposure to planning activities or related discipline. Equivalent to possession of an associate of arts degree.

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Required Licenses or Certificates: None.

Established March 1987

Revised October 1997

CLASS SPECS

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